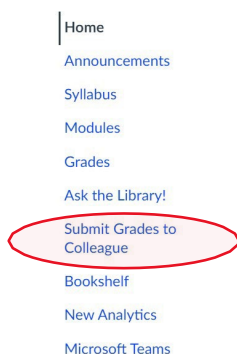


Submitting Final Grades

All final grades must be submitted by the due date listed in the **Academic Calendar**. Grades can be submitted through **Canvas** or directly in **MyOTC**.

Submitting Final Grades via Canvas

1. Ensure all grades in the **Canvas Gradebook** are up to date.
 - Apply any necessary rounding before submission.
 - A final checkpoint will allow for grade changes if needed.
2. In the **course menu**, select **“Submit Grades to Colleague”**.



3. Confirm you are in the **“Final”** tab.
 - Grades should auto-load from the Gradebook.
 - If they do not, see **Step 9** below.
4. **Review grades** for accuracy.
5. **LDA (Last Date of Attendance) is required only for:**
 - Students receiving an **F**.
 - Students who have dropped the course.
6. After reviewing and making corrections, click **Submit** at the bottom of the page.

Troubleshooting in Canvas

7. If grades do not auto-load:
 - Go to **Settings** → **Course Details**.
 - Scroll about $\frac{3}{4}$ of the way down and enable **"Course Grading Scheme"**.
 - Adjust the grading scheme if needed.

- Click "**Update Course Details**" to save changes.

Grading Scheme: ☒ Enable course grading scheme

A, B, C, D, F Grading Scheme ▼

[View](#) [Copy](#) [+ New Grading Scheme](#)

8. If "**Submit Grades to Colleague**" is missing from the menu:
 - Go to **Settings** → **Navigation**.
 - Move "**Submit Grades to Colleague**" to the visible section.
 - Click **Save**.

Submitting Final Grades via MyOTC

1. In **MyOTC Faculty Page**, select the class you wish to enter grades for.
2. Click the **Grading** tab and select **Final**.
3. Enter final grades for each student.
4. **LDA is required only for:**
 - Students receiving an **F**.
 - Students who have dropped the course.
5. Click **Submit** at the bottom of the page.